

State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE

Governor

Commander-in-Chief

MICHAEL L. CUNNIFF
Brigadier General
The Adjutant General

STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V22-16

OPENING DATE: 20 July 2016 CLOSING DATE: 12 August 2016

(To be considered, applications must be received or post-marked by the closing date.)

POSITION: Management Assistant, P18

(\$45,053.25 Starting Salary)

NOTE: HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS

<u>DUTY STATION</u>: N.J. Department of Military and Veterans' Affairs

Information and Administrative Services Division

AREA OF CONSIDERATION: Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

SELECTING OFFICIAL: Recommendation by the Director, Information and Administrative Services Division through The Deputy Adjutant General to the Director, Human Resources Division for approval.

DESCRIPTION OF POSITION: Under the direction of the Telecommunications Manager serves as the main contact for all telecommunications support and service requests, monitors the operations of telecommunications systems and services from vendors. Serves as primary billing and telecommunications accounting agent for all departmental site telecommunications facilities, equipment and services to meet state operational requirements. Serves as liason between divisions and agency supervisors and the Office of Information Technology to provide technical assistance on all agency telecommunications and telecom admin billing issues. Develops and implements official policies and standard operating procedures for agency telecommunications operations and services to troubleshoot and resolve agency telecommunications problems. Performs other duties as required. Reconciles all agency telecommunications billings on monthly basis and coordinates with OIT and DMAVA Fiscal Staff to insure payments and inter-agency charges are correct. Serves as alternate fiscal procurement officer for the Information and Admin services Division for all Information technology and telecommunications purchases. Issues Agency Purchases Orders and submits OIT Procurement packet requests to the office of Information Technology EPU unit.

BASIC QUALIFICATIONS REQUIRED:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education ay substitute additional experience as indicated on a year-for-year basis.

EXPERIENCE:

One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

HOW TO APPLY:

FOR APPOINTMENT CONSIDERATION: Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience Completed form must be forwarded by the closing date either electronically to CareersCentral@dmava.nj.gov or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at http://www.nj.gov/military/publications/forms/ApplicationForEmployment.pdf, the Human Resources Division or call (609) 530-7038.

EQUAL EMPLOYMENT OPPORTUNITY: Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Personnel. Telephone number for the hearing impaired is 609-530-6966.

DISTRIBUTION: A, A1, A2, D, E, S

Cemetery

Veterans Haven North, Veterans Haven South

VSO

Youth Challenge Academy, Ft. Dix